

[Your Name]  
[Street Address]  
[City, ST ZIP Code]  
April 20, 2006

Mr. Con Sumer  
Personnel Manager  
Insurance Company  
123 Main  
Your Town, Idaho 83300

**RE: LETTER OF REQUEST TO SERVE ON A COMMITTEE**

Dear Ms. Sumer:

Because of your experience and demonstrated competency in the field of (program area (s)), the (Governing Board or trustees) of the (school) (institution) believe that you could perform a valuable service to the institution and business community as a member of the (committee title) Advisory Committee of (name of school) (institution).

An advisory committee is composed of outstanding business and civic leaders in the community and is directed toward achieving closer cooperation between business and education in providing Professional-Technical Education opportunities and training for prospective students in our community.

We would appreciate it if you would give this invitation to serve on the (program area(s)) Advisory Committee your consideration and inform us of your decision in the next few days. Your acceptance of committee membership will greatly enhance our Professional-Technical program(s).

Sincerely,

Administrator and/or  
Chair of Committee